

9/19/95

SUBJ: ABSENCE AND LEAVE

1. **PURPOSE.** This change transmits a revised Appendix 6, Approving Officials for Restoration of Forfeited Annual Leave.

2. **EXPLANATION OF CHANGES.** This change transmits appendix 6 which contains responsibilities on the restoration of forfeited annual leave. The restoration of forfeited annual leave requests caused by exigencies of public business, sickness, or administrative error no longer goes to the servicing Human Resource Management Division. Various FAA officials are now authorized to restore forfeited annual leave.

a. The Administrator, the Deputy Administrator, Chief Counsel, and assistant administrators and associate administrators for lines of business may approve leave restoration requests for all employees under their jurisdiction in Washington headquarters (including employees of tenant organizations at the Aeronautical Center and the FAA Technical Center).

b. The Director, Aeronautical Center, the Director, FAA Technical Center, and regional administrators may approve leave restoration requests for all employees under their jurisdiction.

3. **DISPOSITION OF TRANSMITTAL.** After filing the attached page, this transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Date	Insert Pages	Date
Appendix 6	9/22/86	Appendix 6	9/19/95

for Pamela N. Jones
 Kay Frances Dolan
 Acting Director of Human Resource Management

* **APPENDIX 6. APPROVING OFFICIALS FOR RESTORATION
OF FORFEITED ANNUAL LEAVE**

As part of the ongoing effort to improve our effectiveness and efficiency, requests for restoration of forfeited annual leave no longer need to be forwarded to the servicing Human Resource Management Division for final review and approval. Therefore, the following officials are authorized to approve the restoration of forfeited annual leave caused by exigencies of the public business, sickness, or administrative error:

a. The Administrator, the Deputy Administrator, Chief Counsel, and assistant administrators and associate administrators for lines of business may approve leave restoration requests for all employees under their jurisdiction in Washington headquarters (including employees of tenant organizations at the Aeronautical Center and the FAA Technical Center).

b. The Director, Aeronautical Center, the Director, FAA Technical Center, and regional administrators may approve leave restoration requests for all employees under their jurisdiction. *

